



Human Resources

DATE POSTED: November 02, 2004

REQ. # 04-212

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, FL 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position will remain posted for at least five (5) working days from 11-02-04 TO 11-08-04.

DEPARTMENT/DIVISION
PARKS & RECREATION - SAVANNAS
POSITION AVAILABLE
OPERATIONS GATEKEEPER – PART TIME
OF OPENINGS
1
STARTING SALARY
\$ 6.30 / hour
COMMENTS
Employee works 15-30 hours per week registering campers at the Savannas Recreation Area, answering phones and collecting fees. Nights, weekends and holidays are routinely included in the work schedule.
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 892
PAY GRADE 1
SALARY : \$6.30 - \$9.81
GATE KEEPER

MAJOR FUNCTION: Responsible for admission of general public to and from the Savannas Recreation Area.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of admission policies and procedures for reservation into the Savannas Camping Area.

Abilities and Skills: Ability to make financial reports, receive funds from patron admission, boat rentals and concessions.

ESSENTIAL JOB FUNCTION: Responsible for making camping reservations. Receiving funds for admission and camping fees, boat rentals, concessions. Making attendance reports. Stocking of gate house supplies. Performs related work as requested or assigned. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers freely. frequent use of good near vision, good hearing. Frequent walking and standing.

ENVIRONMENTAL CONDITION REQUIREMENTS: Working indoors in air conditioned gate house.

WORK HAZARDS: None.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: High School graduate or equivalent. A comparable amount of training and experience may be substituted for the minimum requirements.

EXPERIENCE: Experience working with people and making receipts for payments.

LICENSE CERTIFICATION OR REGISTRATION: Must have a valid Florida Driver's License and maintain a good driving record.

Union ✓	Non-Union	Exempt	Non-Exempt ✓
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